

Online Employment Application Guide

**Audience:
Maricopa County Employees**



Maricopa County

Step 1: Navigate to www.maricopa.gov/jobs

You will be taken directly to the Open Competitive career page. From here you can scroll down and view current job openings.

maricopa.gov Site Map | Search | Phone Directory | Departments | Services | Email Alerts

Other Links

- County Internal Jobs - Employees Only
- Judicial Internal Jobs - Employees Only
- Return to County Open Competitive Jobs
- Return to HR Home

Open Competitive Opportunities for Monday, June 13, 2011

powered by NEOGOV™

Welcome to Maricopa County's Career Site!

Maricopa County is staffed by over 13,000 employees in more than 50 departments and agencies representing a diverse and talented workforce. Please take a look inside and see what opportunities await you!

Start Here, Stay Here

Maricopa County
Human Resources

Once you scroll down the page, you can search or view the complete list of Open Competitive positions.

Search Criteria

All Categories are automatically selected. To change the results, deselect and reselect the categories by using the Clear All/Select All buttons or by clicking on the check boxes. To reset the search criteria, click 'Clear Search' at the bottom of this box.

Select Category Select All Categories Clear All Categories

<input checked="" type="checkbox"/> 911 Telecommunications (1)	<input checked="" type="checkbox"/> Accounting and Finance (1)	<input checked="" type="checkbox"/> Administration (1)
<input checked="" type="checkbox"/> Construction Maintenance (1)	<input checked="" type="checkbox"/> Social Services (1)	

Search

Enter keywords (optional): [Explain this](#)

[Go](#) or [Clear Search](#) [Request job notifications by category...](#)

[Print this page](#)

4 records found.

Page # of 1 [go](#)

Position <input checked="" type="checkbox"/>	Emp. Type <input checked="" type="checkbox"/>	Salary <input checked="" type="checkbox"/>	Closing Date <input checked="" type="checkbox"/>
Accounts Payable Supervisor	Classified/Grant-Funded/Part-Time	\$22.52 - \$36.80 Hourly	06/25/11
Case Management Supervisor	Contract/Grant-Funded/Full-Time	\$21.37 - \$30.32 Hourly	08/25/11

Employees may also view and apply for employment opportunities listed on the County Internal Jobs or Judicial Internal Jobs links.

Other Links

- [County Internal Jobs - Employees Only](#)
- [Judicial Internal Jobs - Employees Only](#)
- [Return to County Open Competitive Jobs](#)
- [Return to HR Home](#)

Internal Opportunities for Current County Employees for Wednesday, June 15, 2011 powered by
NEOGOV™



Job Opportunities available for Current County Employees

Your valid Employee ID Number will be required.

Not a current Maricopa County employee? Please visit our open competitive website at www.maricopa.gov/jobs.

Judicial Branch employees (including Trial Courts, Adult Probation, Juvenile Probation and Justice Courts) are not eligible to apply for County opportunities listed on this page. If you are a Judicial Branch employee, internal opportunities within the Judicial Branch, may be available using the menu option on the left. Additionally Judicial Branch employees may view/apply for opportunities posted on the County's open competitive website www.maricopa.gov/jobs.

[Print this page](#)

2 records found.
Page # of 1 [go](#)

Position	Emp. Type	Salary	Closing Date
Accounting Specialist	Classified/Full-Time	\$13.91 - \$22.41 Hourly	06/25/11
Administrative Assistant	Classified/Part-Time	\$14.53 - \$21.31 Hourly	06/25/11

Be sure you are eligible to apply based on the note listed on the County Internal Jobs page.

Other Links

- [County Internal Jobs - Employees Only](#)
- [Judicial Internal Jobs - Employees Only](#)
- [Return to County Open Competitive Jobs](#)
- [Return to HR Home](#)

Internal Opportunities for Current Judicial Branch Employees Only for Wednesday, June 15, 2011 powered by
NEOGOV™



The Judicial Branch of Arizona Maricopa County

Job Opportunities available for Current Judicial Branch Employees

Your valid Employee ID Number will be required.

Not a current Judicial Branch employee? Please visit our open competitive website at www.maricopa.gov/jobs.

Maricopa County employees are not eligible to apply for opportunities listed on this page. If you are a Maricopa County employee, internal opportunities within the County may be available using the menu option on the left. Additionally Maricopa County employees may view/apply for Judicial Branch opportunities posted on the County's open competitive website www.maricopa.gov/jobs.

[Print this page](#)

1 record found.
Page # of 1 [go](#)

Position	Emp. Type	Salary	Closing Date
Employee Benefits Manager	Unclassified/Full-Time	\$73,236.00 - \$105,331.00 Annually	06/19/11

Be sure you are eligible to apply based on the note listed on the Judicial Internal Jobs page.

Step 2: Click on the job title of the position you want to apply for.

Position <input checked="" type="checkbox"/>	Emp. Type <input type="checkbox"/>	Salary <input type="checkbox"/>	Closing Date <input type="checkbox"/>
Accounts Payable Supervisor	Classified/Grant-Funded/Part-Time	\$22.52 - \$36.80 Hourly	06/25/11
Case Management Supervisor	Contract/Grant-Funded/Full-Time	\$21.37 - \$30.32 Hourly	08/25/11
TEST ONLY	Classified/Full-Time	\$17.32 - \$27.92 Hourly	05/31/12
ZZ/Unclassified	Classified/Full-Time	Not Displayed	06/18/11

Page # of 1

Step 3: Review the job posting details.

Step 4. Click here when you are ready to apply.

Job Title: Accounts Payable Supervisor
Closing Date/Time: Sat. 06/25/11 11:59 PM Arizona Time
Salary: \$22.52 - \$36.80 Hourly
Job Type: Classified/Grant-Funded/Part-Time
Location: Phoenix,85003, Arizona

[Print Job Information](#) | [Apply](#)

Position Overview	Benefits	Supplemental Questions
Manage the Accounts Payable Division Staff within the Department of Finance		
Positions Qualifications:		
Minimum education and/or experience: Bachelor's degree in Accounting, Finance, Business Administration or a related field. Five years of professional-level progressively responsible payables experience and a minimum of three years of supervisory and accounts payable management experience is essential.		
Knowledge, Skills, and Abilities: Strong working knowledge and experience in reporting requirements for Form 1099, Form W-9 and electronic filing for large organizations.		
NOTE: Degrees/credits must be from an academically accredited college or university as recognized by the U.S. Department of Education (USDE) or the Council for Higher Education (CHEA).		
Essential Job Tasks: Manage the staff of the Accounts Payable Division within the Department of Finance. Develop Performance Management Plans, provision of regular performance reviews, and definition and monitoring of departmental performance standards. Review, analyze and re-engineer Accounts Payable operational procedures to ensure the useful, accurate and timely recording and reporting of financial information. Monitor the Suspense Table for financial transactions to be processed, Requires strong working knowledge of and reporting requirements for Form 1099, Form W-9, and electronic filing for a large organization. Review internal controls, which address and identified areas of vulnerability, either departmental or countywide. Perform cross-functional studies, surveys and project which may include coordinating with other municipalities/jurisdictions to gather comparative information. Oversee Accounts Payable system conversions, including migration to e-government and activity based costing procedures for the accounts payable process.		
Selection Procedure: The Maricopa County Workforce Management & Development Department reserves the right to admit to the exam process only those candidates considered to be the most highly qualified. Those selected will be scored based on evaluation of listed education and experience. The hiring authority will interview and select the successful candidate from a pool provided by Workforce Management & Development.		

Click here to print a copy of the job posting.

NOTE! If you are applying for an Internal job posting, you will be required to provide your Employee ID number in order to proceed with the application. If you do not have a valid Employee ID number, you will not be able to apply.

The screenshot shows the top navigation bar of the maricopa.gov website with links for Site Map, Search, Phone Directory, Departments, Services, and Email Alerts. On the left, there is a sidebar titled 'Other Links' containing: County Internal Jobs - Employees Only, Judicial Internal Jobs - Employees Only, Return to County Open Competitive Jobs, and Return to HR Home. The main content area contains a message: 'Job opportunities on this webpage are only open to current employees, your valid Employee ID number is required. If you are not a current employee, please review the open job list at www.maricopa.gov/jobs for job opportunities open to all applicants.' Below this message is a form with the label 'Enter your Employee ID Number:' followed by a text input field and a 'Go' button. A red arrow points from the input field to the text below.

Enter your Employee ID number here and click on "Go".

This screenshot is identical to the one above, but with an error message displayed below the 'Go' button: 'Sorry, you need be a current employee in order to apply for this position.' This message is circled in red. A red arrow points from the error message to the text below.

If you enter an invalid Employee ID number, you will receive this message.

Step 5. If you have never created an account (i.e. submitted an employment application for a government entity that uses NEOGOV), click on the “create an account” link.

The screenshot shows the Maricopa.gov website interface. At the top left is the logo for Maricopa.gov. A navigation bar contains links for Site Map, Search, Phone Directory, Departments, Services, and Email Alerts. On the left side, there is a sidebar titled "Other Links" with several menu items: County Internal Jobs - Employees Only, Judicial Internal Jobs - Employees Only, Return to County Open Competitive Jobs, and Return to HR Home. The main content area features the heading "Are you registered?". Below this heading, a text block explains that users should create an account if they haven't already, and provides a link to "Online Employment Application Guide". A login form is displayed, containing fields for "Username:" and "Password:", a "Login" button, and a link for "Forgot My Username and/or Password". Below the form, there is a link for "Not Registered Yet? Create Your Account Here!". At the bottom, a paragraph explains that registration is free and provides a link to the "Privacy Policy". The footer includes the text "powered by NEOGOV™".

NOTE: If you have previously created a NEOGOV account you may login using your Username and Password and proceed to Step 6.

Request New Job Seeker Account

* First Name

Middle Initial

* Last Name

Primary Phone

Alternate Phone

* Email

* Notification Preference
By which method would you prefer to be notified about examination results?

* Address 1

Address 2

* City

* State

* Zip

Country

* Username
Tip: Your usernames must be unique. Choose a Username that you can easily remember. You may use letters and numbers and the underscore "_". Example: john_doe25

* Password
Password must be at least 8 characters long
Password must contain at least one special character
Password must contain at least one letter (any case)
Password must contain at least one number

* Confirm Password

Password Hint
Tip: If you forget your password, you can click on [Lost Password](#) and you will receive an email to reset your password.

* Question #1

* Question #2

* Question #3

Step 5. Complete the New Job Seeker Account web page.

While NEOGOV, provides applicants with an option to choose a Notification Preference, please note that all communications from Employment Services will be sent via email.

TIP! Pay special attention to the password requirements!

Click Save when complete.

Step 6. Click on "Create Application."

The screenshot shows the Maricopa.gov portal. At the top left is the logo and navigation links: Site Map | Search | Phone Directory | Departments | Services | Email Alerts. A user is logged in as Ronald Williams, with 'Welcome, Ronald Williams' and 'Help' and 'Logout' buttons. A navigation bar contains 'Main Menu', 'Application Status', and 'My Account'. The main content area features a message: 'Thank you for registering with GovernmentJobs.com. Your account is now active.' Below this is a tip: 'In order to apply for a position you need to create an application first. Click on the 'Create Application' button and we'll guide you through the process.' A 'Create Application' button is highlighted with a red arrow pointing to it. Below the button is a table titled 'Applications You've Created:' with columns for Name, Date Created, and Modify. A tip below the table states: 'Tip: You do NOT need to recreate a new application every time you're applying for a position.'

Step 7. For your own reference, you must include a "name" for your application. Enter it under the Application Name text box.

The screenshot shows the 'Build New Application' form on the Maricopa.gov portal. The user is logged in as Ronald Williams. The form title is 'Build New Application'. The instructions state: 'To create an application, enter the name of the application in the box below and click the 'Create Application' button. Keep in mind that you can create multiple applications, so choose a descriptive name for your application like Educational Application or Accounting Application.' Below the instructions is a text input field labeled 'Application Name (for your own reference):' which is highlighted with a red arrow. A 'Create Application' button is located below the input field. A tip at the bottom states: 'Tip: You can reuse this application to apply for as many positions as you'd like. You do NOT need to recreate a new application every time you're applying for a position.'

TIP! Keep in mind that you can create multiple application templates for your account, so you can name and tailor each template accordingly (i.e. Accounting Application, Administrative/Clerical Application, Professional Application).

Step 8. Confirm your contact information is correct on the “Profile” page. Make changes as needed.

maricopa.gov Site Map | Search | Phone Directory | Departments | Services | Email Alerts

Welcome, Ronald Williams [Help](#) [Logout](#)

[Main Menu](#) [Application Status](#) [My Account](#)

Job Application » Profile * Required Field

[Cancel](#) [Save & View Application](#)

Contact Information

* First Name

Middle Initial

* Last Name

Primary Phone

Alternate Phone

* Email

* Notification Preference By which method would you prefer to be notified about application status, testing dates and examination results?

* Address 1

Address 2

* City

* State

* Zip

Country

[Cancel](#) [Save & View Application](#) * Required Field

Once confirmed, click on “Save & View Application.”

The Job Application >> Review page will appear, which provides an overview of each section of the online application. The section headings are indicated below with arrows.

Job Application » Review

* Required Field

Contact Information

[Edit Contact Information](#)

Name: Ronald Williams Address: 301 W. Jefferson
Phoenix, Arizona 85003
Email: rwilliams2011@fakeemail.com
Notification Preference: Email
Home Phone: Alternate Phone:

Personal Information

[Edit Personal Information](#)

Driver's License:
Can you, after employment, submit proof of your legal right to work in the United States?
What is your highest level of education?

Preferences

[Edit Preferences](#)

Preferred Salary:
Are you willing to relocate?

Types of positions you will accept:
Types of work you will accept:
Types of shifts you will accept:

Objective

Education

[Add Education](#)

Work Experience

[Add Work Experience](#)

Certificates and Licenses

[Add Certificates or Licenses](#)

Skills

[Add Skills](#)

Office Skills [Edit](#)
Typing: 0
Data Entry: 0

Additional Information

[Add Additional Information](#)

References

[Add Reference](#)

Resume

[Edit Resume](#)

Text Resume

Attachments

[Add Attachment\(s\)](#)

Step 9: Click here.

Job Application » Review * Required Field

Contact Information [Edit Contact Information](#)

Name: Ronald Williams Address: 301 W. Jefferson
Phoenix, Arizona 85003
Email: rwilliams2011@fakeemail.com
Notification Preference: Email
Home Phone: Alternate Phone:

Personal Information [Edit Personal Information](#)

Driver's License:
Can you, after employment, submit proof of your legal right to work in the United States?
What is your highest level of education?

Step 10: Complete the Personal Information page to the best of your ability, please note that questions with an asterisk "*" are required.

Job Application » Other Personal Information * Required Field

Other Personal Information

Do you possess a valid Driver's License?
 Yes, I possess a valid Driver's License
 No, I do not possess a valid Driver's License

Driver's License State
== Select State ==

Driver's License Number

Driver's License Class
== Select ==

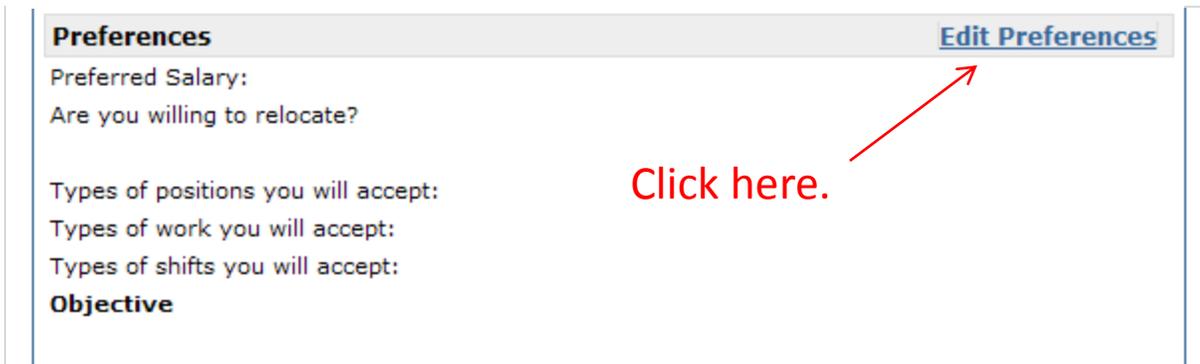
*Can you, after employment, submit proof of your legal right to work in the United States?
 Yes, I can submit proof of my legal right to work in the United States after employment
 No, I cannot submit proof of my legal right to work in the United States after employment

*What is your highest level of education?
== Select One ==

* Required Field

Click "Save & View Application" when complete.

After you've completed the Personal Information section, you will be taken back to the Job Application >> Review page. The next section you will need to complete is Preferences.



Preferences [Edit Preferences](#)

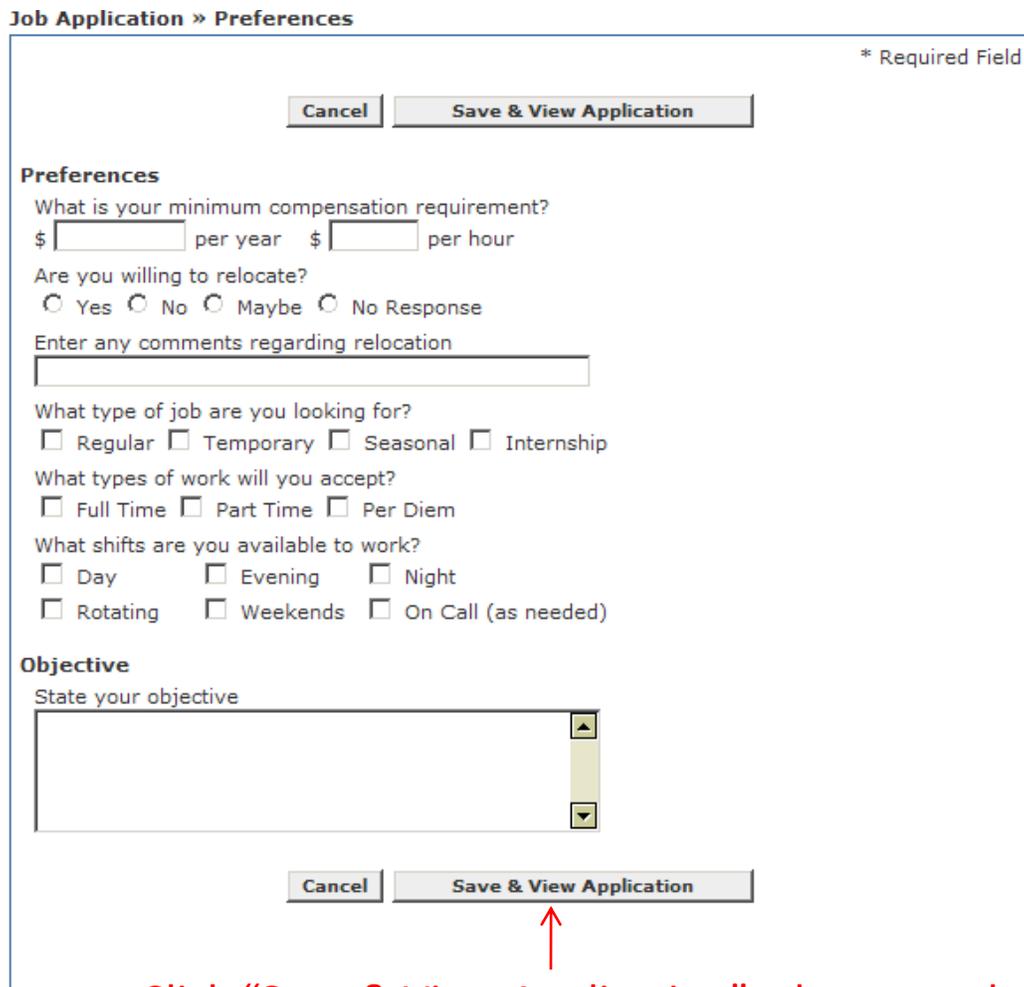
Preferred Salary:
Are you willing to relocate?

Types of positions you will accept:
Types of work you will accept:
Types of shifts you will accept:

Objective

Click here. 

Step 11: Complete the Preferences page to the best of your ability. Please note that there are no required fields for this section.



Job Application >> Preferences * Required Field

Preferences

What is your minimum compensation requirement?
\$ per year \$ per hour

Are you willing to relocate?
 Yes No Maybe No Response

Enter any comments regarding relocation

What type of job are you looking for?
 Regular Temporary Seasonal Internship

What types of work will you accept?
 Full Time Part Time Per Diem

What shifts are you available to work?
 Day Evening Night
 Rotating Weekends On Call (as needed)

Objective

State your objective

Click "Save & View Application" when complete. 

After you've completed the Preferences section, you will be taken back to the Job Application >> Review page. The next section you will need to complete is Education.

Education [Add Education](#)

Click here. 

Step 12: Complete the Education History page to the best of your ability. Please note that questions with an asterisk "*" are required.

Job Application » Education * Required Field

Education History

*Type of School

*Name of School

School Web Site

*City

*State

Country

Start Month / Start Year
 /

End Month / End Year
 /

Did you graduate?
 Yes, I graduated from this school
 No, I did not graduate from this school

College Major/Minor

Units Completed

Semester units
 Quarter units

*Degree Received

You can add additional education history by clicking Save & Add Another.

When all education history has been added, click on "Save & View Application."

* Required Field

After you've completed the Education section, you will be taken back to the Job Application >> Review page. The next section you will need to complete is Work Experience.

Work Experience [Add Work Experience](#)

Click here.

Job Application » Work * Required Field

Work History

* Company/Agency Name

Web Site

Address

* City

* State

Zip Code

Country

Phone Number

* Start Month / Start Year /

* End Date (Month/Year)
End Month / End Year /

* Position Title

* Hours Worked Per Week

Number of Employees Supervised

Monthly Salary \$

Name of Supervisor

Title of Supervisor

May we contact this employer?
 Yes, you may contact this employer
 No, you may not contact this employer

Reason for Leaving

* Duties Summary

* Required Field

Step 13: Complete the Work History page to the best of your ability. Please note that questions with an asterisk "*" are required.

You can add additional work history by clicking "Save & Add Another."

You also have the ability to spell check your "Duties Summary" by clicking on "Spell Check."

When all work history has been added, click on "Save & View Application."

After you've completed the Work Experience section, you will be taken back to the Job Application >> Review page. The next section available section is Certificates and Licenses. This section may or may not pertain to your application. If you have no Certificates or Licenses to enter, you may proceed to page 16.



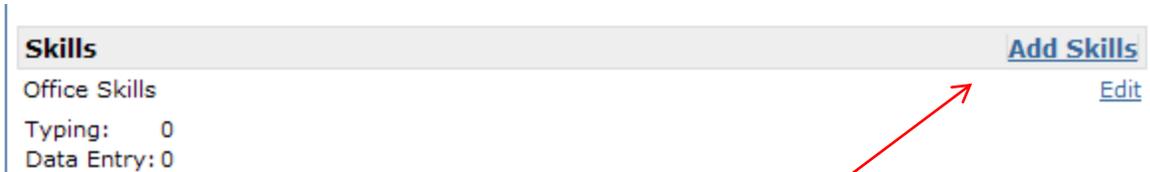
Click here.

Step 14: Complete the Certificates and Licenses page to the best of your ability. Please note that questions with an asterisk "*" are required.

A screenshot of a web form titled "Job Application » Licenses". The form contains several input fields and buttons. At the top right, there is a small asterisk and the text "* Required Field". Below this, there are three buttons: "Cancel", "Save & View Application", and "Save & Add Another". The form fields are: "*Type" (text input), "*Month Issued / Year Issued" (a dropdown menu with "==" Select Month ==", a slash, and a text input), "*Expiration Month / Expiration Year" (a dropdown menu with "==" Select Month ==", a slash, and a text input), "Number" (text input), and "Issued By" (text input). At the bottom, there are three buttons: "Cancel", "Save & View Application", and "Save & Add Another". A red arrow points from the text "You can add additional certificates and licenses by clicking 'Save & Add Another.'" to the "Save & Add Another" button. Another red arrow points from the text "When all certificates and licenses have been added, click on 'Save & View Application.'" to the "Save & View Application" button. A third red arrow points from the text "Click here." to the "Add Certificates or Licenses" button in the previous image. The asterisk and "* Required Field" text are also present at the bottom right of the form area.

When all certificates and licenses have been added, click on "Save & View Application."

After you've completed the Certificates & Licenses section, you will be taken back to the Job Application >> Review page. The next section you will need to complete is Skills.

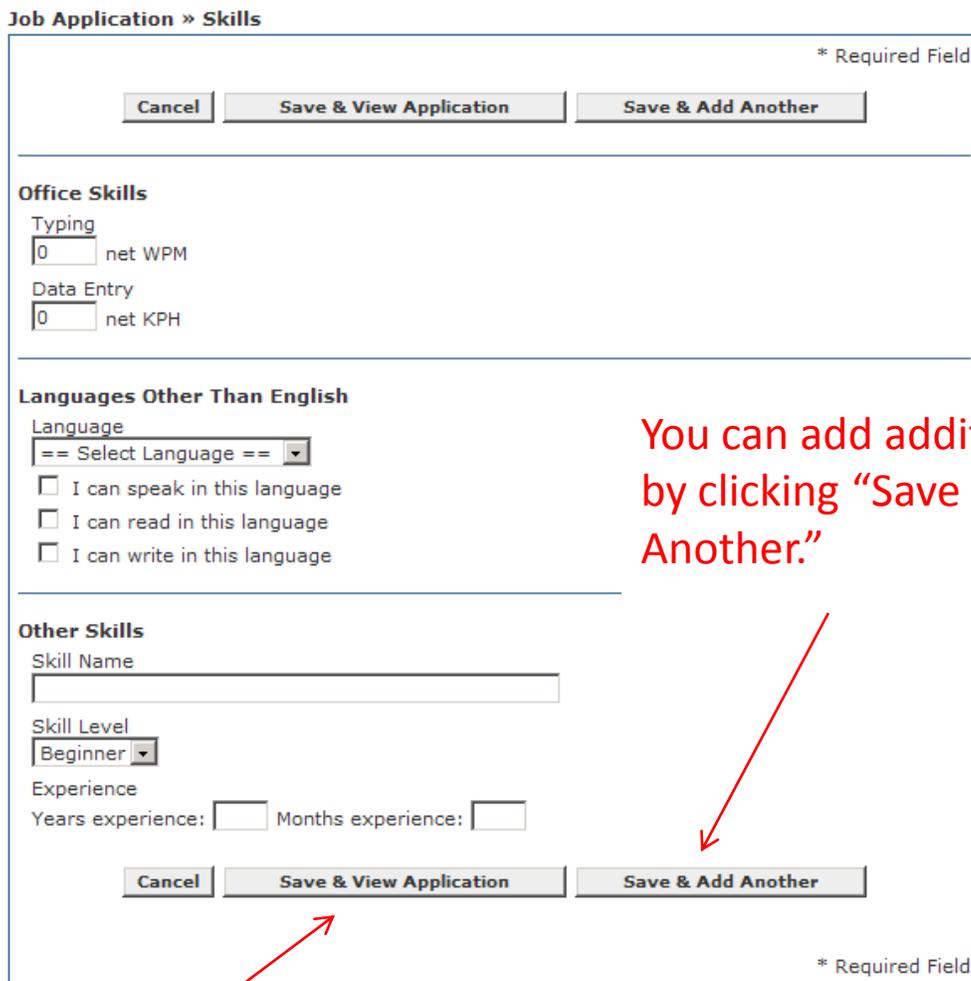


The screenshot shows a table with the following content:

Skills	Add Skills
Office Skills	Edit
Typing: 0	
Data Entry: 0	

Click here.

Step 15: Complete the Skills page to the best of your ability. Please note that there are no required fields for this section.



The screenshot shows the 'Job Application >> Skills' page with the following sections:

- Office Skills**
 - Typing: net WPM
 - Data Entry: net KPH
- Languages Other Than English**
 - Language: (dropdown)
 - I can speak in this language
 - I can read in this language
 - I can write in this language
- Other Skills**
 - Skill Name:
 - Skill Level: (dropdown)
 - Experience: Years experience: Months experience:

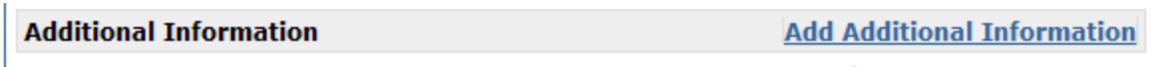
Buttons: , ,

* Required Field

You can add additional skills by clicking "Save & Add Another."

When all skills have been added, click on "Save & View Application."

After you've completed the Skills section, you will be taken back to the Job Application >> Review page. The next available section is Additional Information. This section may or may not pertain to your application. If you have no Additional Information to enter, you may proceed to page 18.



Click here.

Step 16: Complete the Additional Information page to the best of your ability. Please note that there are no required fields for this section.

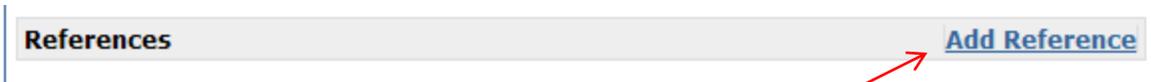
A screenshot of a web application window titled 'Job Application >> Additional Info'. The window contains a form with the following elements: a top navigation bar with 'Cancel', 'Save & View Application', and 'Save & Add Another' buttons; a section header 'Additional Information'; a dropdown menu labeled 'Additional Information' with the text '== Select Additional Information =='; a large text area labeled 'Description'; and a bottom navigation bar with 'Cancel', 'Save & View Application', 'Save & Add Another', and 'Spell Check' buttons. A red asterisk and the text '* Required Field' are visible in the top right and bottom right corners of the form area. Red arrows point from external text blocks to the 'Save & Add Another' and 'Spell Check' buttons.

You can add additional information by clicking "Save & Add Another."

When all additional information has been added, click on "Save & View Application."

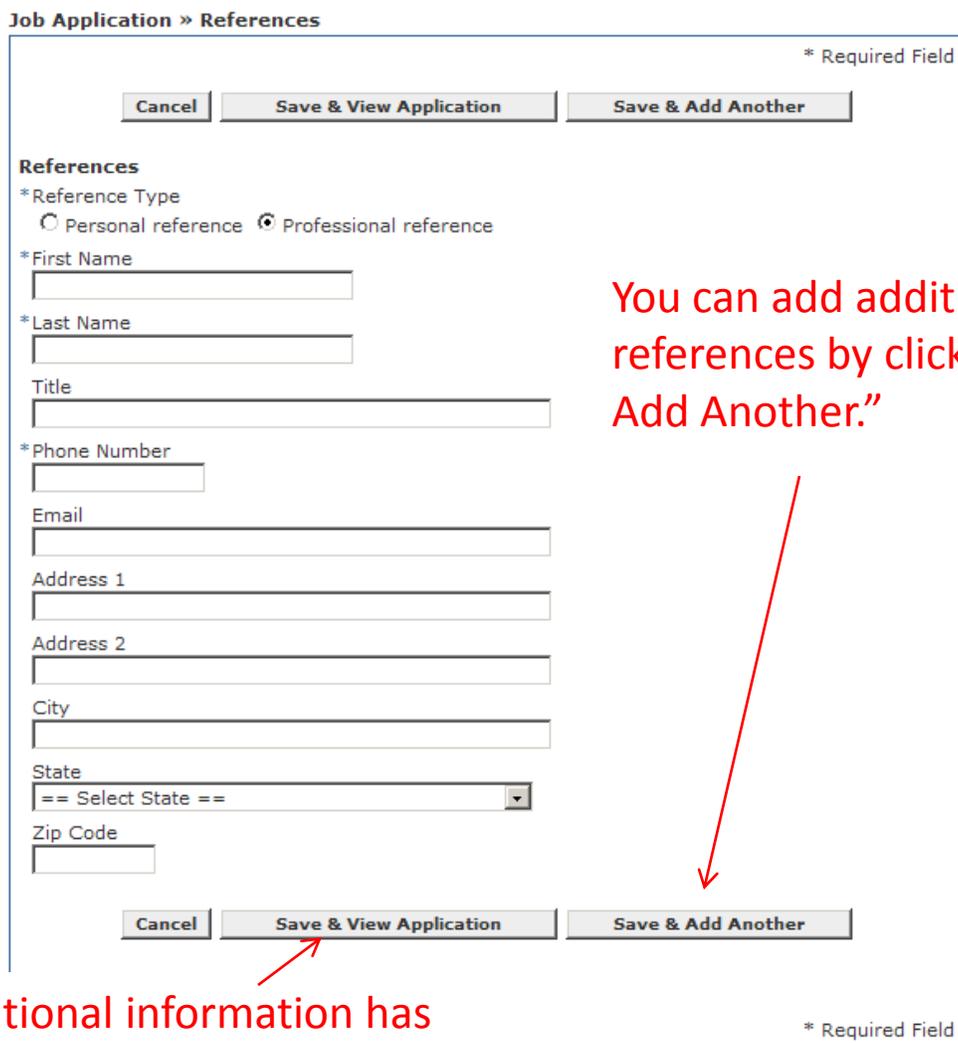
You also have the ability to spell check your "Description" by clicking on "Spell Check."

After you've completed the Skills section, you will be taken back to the Job Application >> Review page. The next available section is References. While it is recommended to include references on the application, it is not required. If you have no references to enter, you may proceed to page 19.



Click here.

Step 17: Complete the References page to the best of your ability. Please note that questions with an asterisk "*" are required.



Job Application » References * Required Field

References

*Reference Type
 Personal reference Professional reference

*First Name

*Last Name

Title

*Phone Number

Email

Address 1

Address 2

City

State

Zip Code

* Required Field

You can add additional references by clicking "Save & Add Another."

When all additional information has been added, click on "Save & View Application."

After you've completed the References section, you will be taken back to the Job Application >> Review page. The next available sections are Resume and Attachments. While it is recommended to include a resume with your application, it is not required. If you have no resume or attachments to include, you may proceed to page 23.

NOTE: Resumes are not accepted in lieu of completing the online application. Furthermore, education, work history or any other information included *only* in the resume section will not be considered when determining your qualifications. All applicants **MUST complete the required sections of the online application in order to be considered.**

Step 18: Choose whether you want to cut/paste your resume, or if you want to upload an attachment.

To cut/paste your resume, click here.



Resume	Edit Resume
Text Resume	
Attachments	Add Attachment(s)

To upload your resume, click here.

Please note that you can also attach other items such as a cover letter using this section as well.

Cut/paste resume option.

Job Application » Resume

Please cut and paste your text resume here (**DO NOT** use HTML tags).

* Required Field

Cancel Save & View Application

Resume
Text Resume

Cancel Save & View Application Spell Check

* Required Field

Paste text here, do not use HTML tags.

Click Save & View application when complete.

You have the ability to spell check your resume text by clicking on Spell Check.

Uploading resume or other attachments.

Job Application » Review

Complete all required fields.

* Required Field

* File Description

* Attachment Type

* File

[Attach another file](#)

Upload

* Required Field

To attach additional files, click here before uploading.

Click Upload when complete.

After you've completed the Resume and Attachments sections, you will be taken back to the Job Application >> Review page.

Step 19: Be sure to review all sections of the application to ensure the information is accurate and complete.

Job Application » Review * Required Field

→ **Contact Information** [Edit Contact Information](#)

Name: Ronald Williams Address: 301 W. Jefferson
Phoenix, Arizona 85003
Email: rwilliams2011@fakeemail.com
Notification Preference: Email
Home Phone: Alternate Phone:

→ **Personal Information** [Edit Personal Information](#)

Driver's License:
Can you, after employment, submit proof of your legal right to work in the United States?
What is your highest level of education?

→ **Preferences** [Edit Preferences](#)

Preferred Salary:
Are you willing to relocate?

Types of positions you will accept:
Types of work you will accept:
Types of shifts you will accept:

Objective

→ **Education** [Add Education](#)

→ **Work Experience** [Add Work Experience](#)

→ **Certificates and Licenses** [Add Certificates or Licenses](#)

→ **Skills** [Add Skills](#)

Office Skills [Edit](#)
Typing: 0
Data Entry: 0

→ **Additional Information** [Add Additional Information](#)

References [Add Reference](#)

→ **Resume** [Edit Resume](#)

Text Resume

→ **Attachments** [Add Attachment\(s\)](#)

Step 20: Once your review is complete, click on “Go to Step 2: Agency-wide Questions.

Resume	Edit Resume
Text Resume	
Attachments	Add Attachment(s)

Click here.  [Go to Step 2: Agency-wide Questions](#)

* Required Field

Step 21: Review and respond to all agency-wide questions. Please note that questions with an asterisk “*” are required.

Agency-wide Questions

* Required Field

If you need more than **30 minutes** to complete this section click the '**Save Work in Progress**' button occasionally to save your work. **Typing does not extend your session.** All questions marked '**Required**' need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

The purpose of the following questions is to assist in determining your suitability for employment with Maricopa County. False or incomplete information may result in the removal of your application from further consideration and/or disciplinary action up to and including dismissal.

*1. For most jobs with Maricopa County, applicants must be at least 18 years of age. However, there are some positions mandated by state or federal law that require more specific minimum age requirements.

Please specify your age below:

- At least 21 years of age.
- At least 20 years and 6 months, but less than 21 years of age.
- At least 18 years of age.
- Under 18 years of age.

*2. Are you a current Maricopa County or Judicial Branch employee?

NOTE: If you are a current Maricopa County or Judicial Branch employee and answer "no" to this question, your application will be removed from consideration due to misrepresentation. If you are unsure as to whether or not you are considered a current employee for recruitment purposes, please contact the Employment Services Division at 602-506-3755 prior to submitting your application.

- Yes No

*3. Have you been convicted of a crime(s) other than a minor traffic violation? (Convictions may not automatically disqualify you.)

- Yes No

4. If you answered "yes" to Question #3, please list the date(s) and type(s) of offense(s).

*5. Have you ever been terminated or resigned in lieu of termination? (A "yes," answer does not automatically disqualify you. Additional details will be requested in later stages of the recruiting/selection process.)

- Yes No

*6. Maricopa County's compensation philosophy credits prior direct experience when determining an appropriate salary rate at time of offer. As a result, applicants MUST include all prior direct work experience in the online application. Additional work experience not included at time of initial application cannot be considered during later stages of the selection process.

- I have read and acknowledge this statement.

*7. Maricopa County is an Equal Opportunity Employer. The information solicited in Questions 8-11 is being compiled by the Maricopa County Workforce Management & Development Department to comply with applicable federal and state regulations and to do related statistical research. You are not required to furnish this information, but your cooperation is encouraged. The information provided is CONFIDENTIAL.

I have read the above statement and understand that providing the requested information in Questions 8-11 is voluntary.

*8. Please specify your gender.

- Male
- Female
- I decline to answer.

*9. Are you disabled?

- Yes
- No
- I decline to answer.

*10. Are you over age 40?

- Yes
- No
- I decline to answer.

*11. Please indicate your ethnic group.

- White
- Black or African American
- Asian
- Hispanic or Latino
- Alaskan Native, Native Hawaiian or Other Pacific Islander
- I decline to answer.

*12. How did you find out about this job opportunity?

[Save Work in Progress](#)

[Save & Proceed](#)

Click “Save & Proceed” when complete.



Step 22: Most recruitments will have Supplemental Questions associated with the application. Be sure to answer each supplemental question thoroughly.

Supplemental Questions * Required Field

If you need more than **30 minutes** to complete this section click the '**Save Work in Progress**' button occasionally to save your work. **Typing does not extend your session.** All questions marked '**Required**' need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

Information provided in response to the supplemental questionnaire may be used to determine your eligibility for this position. Be sure that all sections of the online application **and** the supplemental questionnaire are **both** accurate and complete. Please be aware that work history and job duties listed in response to the supplemental questionnaire must be consistent with the information provided in your online application. Furthermore, education, work history or job duties listed in response to the supplemental questionnaire which are not consistent with the online application may not be considered.

*1. Do you have accounts payable experience?
 Yes No

* Required Field

Click "Save & Proceed" when complete.

NOTE! If you receive the message below, you must go back to the appropriate sections of the online application and update accordingly. If you choose not to make the update, you must confirm that you are aware and are choosing to submit the application without the requested information by checking the appropriate box and entering your initials. **IN MOST CASES YOUR APPLICATION WILL BE REMOVED FROM FURTHER CONSIDERATION WITHOUT COMPLETING THE REQUESTED SECTIONS DUE TO INCOMPLETE INFORMATION!**

WARNING! You have not completed the **Education History** and **Work Experience** sections! If you want to continue with your application anyway, click the "Continue" button below. If you want to go back and review your [application](#), click the "Go Back" button below.

If you choose the 'Continue' button, you **must check the boxes and enter your initials below** to confirm that you are aware that you are submitting your application without education history and work experience. You cannot continue unless both boxes are checked and you have entered your initials in both spaces below.

- Check the box to the left and enter your initials below to **CONFIRM** that you are submitting this application with **NO EDUCATION HISTORY**. If you wish to add education history, click the 'Go Back' button now and enter your education history.

Enter your initials here:

- Check the box to the left and enter your initials below to **CONFIRM** that you are submitting this application with **NO WORK EXPERIENCE**. If you wish to add a work experience, click the 'Go Back' button now and enter your work experience.

Enter your initials here:

Step 23: Complete one last review of your application and make any necessary edits.

Confirm Application

Please review the application you're about to send for the position of **Accounts Payable Supervisor**. If you need to modify any parts of your application, just click the 'Edit' button next to the section you wish to modify. Once you've reviewed the application click the 'Confirm Application' button to proceed to the final 'Certify & Submit' step.

[Confirm Application](#)

Contact Information [Edit Contact Information](#)

Name: Ron Williams Address: 301 W. Jefferson
Phoenix, Arizona 85003
Email: rwilliams@fakeemail1.com
Notification Preference: Email
Home Phone: Alternate Phone:
Former Last Name: Month and Day of Birth:

Personal Information [Edit Personal Information](#)

Driver's License: No
Can you, after employment, submit proof of your legal right to work in the United States? Yes
What is your highest level of education? Some College

Preferences [Edit Preferences](#)

Preferred Salary:
Are you willing to relocate?

Types of positions you will accept:

Types of work you will accept:

Types of shifts you will accept:

Objective

Education [Add Education](#)

Work Experience [Add Work Experience](#)

Certificates and Licenses [Add Certificates or Licenses](#)

Skills [Add Skills](#)

Office Skills [Edit](#)

Typing: 0

Data Entry: 0

Additional Information [Add Additional Information](#)

References [Add Reference](#)

Resume [Edit Resume](#)

Text Resume

Attachments [Add Attachment\(s\)](#)

Agency-wide Questions [Edit Agency-wide Questions](#)

1. Q: For most jobs with Maricopa County, applicants must be at least 18 years of age. However, there are some positions mandated by state or federal law that require more specific minimum age requirements. [Edit](#)

Please specify your age below:

A: At least 21 years of age.

2. Q: Are you a current Maricopa County or Judicial Branch employee? [Edit](#)

NOTE: If you are a current Maricopa County or Judicial Branch employee and answer "no" to this question, your application will be removed from consideration due to misrepresentation. If you are unsure as to whether or not you are considered a current employee for recruitment purposes, please contact the Employment Services Division at 602-506-3755 prior to submitting your application.

A: Yes

3. Q: Have you been convicted of a crime(s) other than a minor traffic violation? (Convictions may not automatically disqualify you.) [Edit](#)

A: No

4. Q: If you answered "yes" to Question #3, please list the date(s) and type(s) of offense(s). [Edit](#)

A:

5. Q: Have you ever been terminated or resigned in lieu of termination? (A "yes," answer does not automatically disqualify you. Additional details will be requested in later stages of the recruiting/selection process.) [Edit](#)

A: No

6. Q: Maricopa County's compensation philosophy credits prior direct experience when determining an appropriate salary rate at time of offer. As a result, applicants MUST include all prior direct work experience in the online application. Additional work experience not included at time of initial application cannot be considered during later stages of the selection process. [Edit](#)

A: I have read and acknowledge this statement.

7. Q: Maricopa County is an Equal Opportunity Employer. The information solicited in Questions 8-11 is being compiled by the Maricopa County Workforce Management & Development Department to comply with applicable federal and state regulations and to do related statistical research. You are not required to furnish this information, but your cooperation is encouraged. The information provided is CONFIDENTIAL. [Edit](#)

A: I have read the above statement and understand that providing the requested information in Questions 8-11 is voluntary.

8. Q: Please specify your gender. [Edit](#)

A: I decline to answer.

9. Q: Are you disabled? [Edit](#)

A: I decline to answer.

10. Q: Are you over age 40? [Edit](#)

A: I decline to answer.

11. Q: Please indicate your ethnic group. [Edit](#)

A: I decline to answer.

12. Q: How did you find out about this job opportunity? [Edit](#)

A: Professional Publication/Website

Supplemental Questions [Edit Supplemental Questions](#)

1. Q: Do you have accounts payable experience? [Edit](#)

A: No

[Confirm Application](#)

Click "Confirm Application" when complete.

Step 24: Review the Certify & Submit page.

Certify & Submit



If you wish to review your information, you may navigate back to any area using the circle-steps above. When you have confirmed your information, click the Accept button to send your application to Maricopa County.

After you have submitted your application, you will receive an e-mail confirming the receipt of your application.

Information included on your application will be used in the candidate evaluation process and, as such, will be assumed to be a snapshot of your credentials at the time of submission.

By clicking on the Accept button, I certify that all information given by me in this application is true. I understand that false information (misrepresentation or omission of information) is a basis for disqualification or dismissal. I have read the job posting and agree to the conditions established therein. I authorize investigation of all information provided. I authorize Maricopa County and the Judicial Branch of Arizona in Maricopa County to contact current and previous employers if I am one of the top candidates. I further authorize current and former employers to give you any and all information concerning my previous employment and any pertinent information they may have, and release all parties from all liability for any damages that may result from furnishing such information. I acknowledge that Maricopa County reserves the right to conduct background checks on all employees. I further acknowledge that some positions require detailed background investigations as part of the pre-employment process and that additional information/consent may be required in later stages of the selection process.

Maricopa County and the Judicial Branch of Arizona in Maricopa County are not responsible for the accuracy of the data provided and shall not be liable for any errors (factual, transposition, or otherwise) contained in the information you provided on your application. This employer complies with all applicable federal and state laws governing recruitment and hiring, including ARS 23-211 et seq. (E-Verify).

Accept

Decline

Click "Accept" when complete.

You will receive the confirmation below once your application has been submitted.

Click here to print a copy your submitted application.



Application for [Accounts Payable Supervisor](#) is complete.

[Click here for a printable version of the application you just submitted](#)

Confirmation



Dear **Ron Williams**

Thank you for allowing Maricopa County to consider your qualifications. The information provided in your application will be used to determine your eligibility for further consideration. You may view the status of your application in "real time" by returning to your job seeker account and reviewing the application status area.

For information on the selection procedure used for this particular recruitment, please review the job announcement.

NOTE: Maricopa County reserves the right to utilize telephone, mail or e-mail in order to schedule/notify applicants during the selection process. It is your responsibility to ensure that your contact information is accurate at all times. If your contact information has changed, please call the Employment Services Division at 602-506-3755 during normal business hours of 8 AM to 5 PM (MST), Monday through Friday (excluding legal holidays).

End of Instructions.